



Office of Institutional Effectiveness

Memorandum to File

RE: LTC Substantive Change Request Determination

FROM: LTC Institutional Effectiveness Office

Request Details (to be completed by Director of Curriculum, Instruction, and Professional Development):

Date of Request: 11/10/2023
Description of Change: Expansion of the ASN program to the Hall Campus
Award and Major Code: Associate of Science in Nursing Degree (AA73)
Location: Hall
Program Director: Leanna Valentine

Division and Program Group	Allied Health, ASN Nursing
Campus/Site Address of Change if New Site:	2535 Lanier Tech Drive Gainesville, GA 30507
Change Type:	Expansion of an approved program to an approved site
Expected Implementation Term:	Spring 2025
Leadership Team Approval Date:	11/9/2023 (President's approval)
State Board Approval Date:	NA
Crosswalk Completed (Yes or NA)	NA

Rationale for Internal Decision:

New Programs: SACSCOC policy dictates that a new program created from existing approved courses (i.e. a “repackaging”) where there is less than 25% new content is not considered a substantive change.

Program Length: Changes to curricula where "program credit hours (or an equivalent or comparable measure of progress such as clock hours or demonstrated competencies) increase or decrease by 25% or more" AND "students' expected time to completion increases or decreases by more than one term or its equivalent or comparable measure" is not considered a substantive change.

Program Closures: The SACSCOC *Substantive Change Policy and Procedures* states: “Program closure is not required for a specialization embedded within a discipline-specific program.” This applies to TCCs within a program group with a degree or diploma: terminating one or more TCCs but keeping the program group open is not considered a substantive change.

Substantive change requests and decisions are archived in the College’s [Substantive Change Log](#).

IE Analysis of Significant Departure and Decision:

This is not a new program: it is rather an expansion of a current approved program to an approved site (LTC’s main campus).

Such an expansion is not considered a substantive change by SACSCOC.

Signature of Official: *Joanne Tolleson*

Date of Decision: 11/10/2023